

*****Note: To suit the needs of a Region, sections of this template may be deleted if deemed inapplicable.**



FEMA

{Insert CTP Name(s)}
COOPERATING TECHNICAL PARTNERS
PROGRAM MANAGEMENT MAPPING ACTIVITY STATEMENT

PM MAS No. {Insert Mapping Activity Statement Number}

In accordance with the Cooperating Technical Partners (CTP) Partnership Agreement dated {Insert CTP Partnership Agreement date} between {Insert CTP name} and the Federal Emergency Management Agency (FEMA), Program Management Mapping Activity Statement (PM MAS) No. {Insert MAS No.} is as follows:

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SECTION 1—OBJECTIVE AND SCOPE

The objective of the Program Management activity documented in this {MAS/SOW} is to recognize activities undertaken by CTPs as part of the active process of managing multiple projects for {Insert watershed/county, community or state name(s)}. All processes and deliverables shall be completed in accordance to the Federal Emergency Management Agency's (FEMA's) *Guidelines and Specifications for Flood Hazard Mapping Partners* (G&S) and effective Procedure Memoranda (PMs). These documents can be found on FEMA's website at http://www.fema.gov/plan/prevent/fhm/gs_main.shtm and http://www.fema.gov/plan/prevent/fhm/gs_memos.shtm.

This Program Management Activity will be completed by the following Mapping Partners:

- {Insert CTP name};
- {Insert name of CTP contractor, if applicable}

Program Management activities cannot result in the production of a Flood Insurance Rate Map. Activities that can be accomplished under this PM MAS are as follows:

- State and Local Business Plans and/or Updates (required)
- Program Management Activities (required)
- Outreach
- Providing Training to State and Local Officials
- Mitigation Planning and Technical Assistance
- Staffing
- Pilot Projects
- Mentoring
- Minimal Map Printing

All supporting data must be retained for three years from the date a funding recipient submits its final expenditure report to FEMA.

State and Local Business Plans and/or Updates

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: State and Local Business Plans and/or updates must be submitted in order for a partner performing the Program Management activity to receive funding for Program Management in FY {Insert year}. Plans should not only include updates but give recommendations to FEMA regarding future mapping within the State or local jurisdiction and document the capabilities and accomplishments of the partner.

<Add additional details regarding the scope of this activity, as appropriate>

Standards: All State and Local Business Plans and/or Updates work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: <Add, modify, or delete deliverables below, as necessary>

- Business Plan development and/or updates which must include discussion of all Program Management activities

Global Program Management

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: Program Management is the active process of managing multiple related projects which need to meet or exceed pre-defined performance metrics. Specific metrics are defined on a Region-by-Region basis and it is recommended to include and/or reference specific relevant metrics as appropriate in this document. Efforts across a program should be aligned and integrated toward the accomplishment of Risk MAP goals.

Program Management activities will typically occur in the areas of integration, scope, schedule, cost, quality, human resources (staffing, training, resource enablement, etc.), communication, risk and/or procurement. Some efforts may extend beyond the scope of work defined in the Mapping Activity Statement.

The {Insert name of responsible Mapping Partner} will work with the FEMA Regional Office during the initiation of this activity to determine a Program Management Plan for implementation.

<Add additional details regarding the scope of this activity, as appropriate>

Standards: All Global Program Management Activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The {Insert name of responsible Mapping Partner} shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule.

<Add deliverables below, as necessary>

Outreach

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: The outreach activities for a Program Management Activity can best be understood as a process that enhances the understanding of the overall National Flood Insurance Program (NFIP) flood mapping program and the flood risk. This does not include the outreach activities for a specific mapping project that begins during the project scoping phase and continues through the map production and post preliminary phases.

The overarching goal for conducting outreach is to create a climate of understanding and ownership of the mapping process at the State and local levels. Well-planned outreach activities can reduce political stress, confrontation in the media, and public controversy, which can arise from lack of information, misunderstanding, or misinformation. These outreach activities also can assist FEMA and other members of the Project Management Team (PMT) in responding to congressional inquiries. {Insert name of responsible Mapping Partner} plans to continue Outreach activities to fulfill its strategy to educate communities on the necessary standards and benefits of developing better flood risk information.

{Insert name of responsible Mapping Partner} will work with the Regional Office during the initiation of this activity to determine an Outreach Plan. The Regional Office will have access to many outreach tools that have been developed for this process that can be utilized or customized. Volume 1 of the G&S provides specific outreach goals that can be considered.

All communication with local governments will be done in accordance with 44 CFR Part 66.

The Mapping Partner shall notify FEMA and all applicable parties of all meetings with community officials at least two weeks prior to the meeting (with as much notice as possible). FEMA and/or its contractor may or may not attend the community meetings.

<Add additional details regarding the scope of this activity, as appropriate>

Standards: All Outreach Activities work shall be performed in accordance with the standards specified in Section 4 - Standards. The activities must satisfy the applicable standards from FEMA's G&S and appropriate procedural memorandums.

Deliverables: Upon determination of an Outreach and Coordination Approach, the {Insert name of responsible Mapping Partner} shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Standards:

<Add, modify, or delete deliverables below, as necessary>

- A report detailing outreach and coordination activities
- Backup or supplemental information used in writing this report
- Outreach activities must be described in detail in the next business plan update
- Update {Insert name of responsible Mapping Partner}'s Website

Providing Training to State and Local Officials

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: {Insert Scope}

<Add additional details regarding the scope of this activity, as appropriate>

Training can be provided at any time during the flood risk project, and it may be desired to include a series of training activities over the course of a flood risk project.

Standards: Coordinate with Regional Project Officer to ensure that training complies with Region's standards.

Deliverables: The {Insert name of responsible Mapping Partner} shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4– Schedule. {these are sample deliverables - add, modify or delete as necessary}

Coordinate and/or administer training for {Insert name of Community and/or Individual} regarding {Insert name of training topic}:

- {Insert name of responsible Mapping Partner} will determine target audience.
- {Insert name of responsible Mapping Partner} will advertise to and confirm training participants.
- {Insert name of responsible Mapping Partner} will determine training facility.
- {Insert name of responsible Mapping Partner} will provide training materials.
- {Insert name of responsible Mapping Partner} will provide training instructors.
- {Insert name of responsible Mapping Partner} will provide list of participants and evaluations to FEMA.
- {Insert name of responsible Mapping Partner} will follow-up with participants on unresolved issues.

Mitigation Planning and Technical Assistance

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: {Insert Scope} Hazard Mitigation Planning technical assistance and training provided through Risk MAP should focus on building a community's capability to plan for and reduce risk. The following steps are to be emphasized:

- Incorporating new flood hazard and risk information;
- Updating and refining mitigation strategies, especially as related to new flood hazard/risk information;
- Training mitigation planning teams; and
- Incorporating mitigation into existing community plans, programs, and policies.

This task is for the creation and dissemination of mitigation planning and technical assistance training and cannot be used to fund the creation or update of a Hazard Mitigation Plan. This task cannot fund an activity that is already funded through another Federal grant.

Training can be provided at any time during the flood risk project, and it may be desired to include a series of training activities over the course of a flood risk project.

<Add additional details regarding the scope of this activity, as appropriate>

Standards: Contact the Region/RSC lead to obtain FEMA's guidance document *Risk MAP Guidance for Incorporating Mitigation Planning Technical Assistance and Training into Flood Risk Projects*.

Deliverables: The {Insert name of responsible Mapping Partner} shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4– Schedule. {Add as necessary}

Staffing

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: {Insert description of current staffing levels and types of staff supporting flood map production and Risk MAP activities}

{Detail request for additional staff to be supported under this agreement and what their roles, responsibilities, and hours allocated to project/budgets will be}

<Add additional details regarding the scope of this activity, as appropriate>

Standards: All Staffing activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The {Insert name of responsible Mapping Partner} shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Schedule. {these are sample deliverables - add, modify or delete as necessary}

- {Insert number of staff} will attend regional mapping meetings hosted by FEMA Regions.

- Maintain {Insert number of staff}; potentially utilize {Insert number of staff} current personnel to support CTP program activities.

Table 1.1 Identify Percentage of Time Spent on Activities

Staff positions funded under this task	Technical Engineering and Mapping	Hazard Mitigation	Risk Assessment	Outreach	Program Management and Overseeing Contracts	{Insert additional activities}	Total (not to exceed 100% per employee)
Example: Staff Engineer	80%	10%	5%	3%	2%		100%
{Insert position name here}							

Pilot Projects

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: As defined by the FEMA Regional Office. (Please note that the LOMR Delegation Pilot has its own unique MAS. This PM MAS must not be used for the LOMR Delegation Pilot Activity and this activity can only be initiated with the approval of FEMA HQ.)

<Add additional details regarding the scope of this activity, as appropriate>

Standards: All Pilot Project activities work shall be performed in accordance with the standards specified in Section 4 or as specified below.

Deliverables: The {Insert name of responsible Mapping Partner} shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule.

<Add deliverables below, as necessary>

The Mapping Partner shall maintain an archive of all data submitted.

Mentoring

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: Share CTP program experience and related information with peer participants regarding best practices and process improvements. {Insert list of specific knowledge management assets that will be shares/transferred }

<Add additional details regarding the scope of this activity, as appropriate>

Standards: All Mentoring activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The {Insert name of responsible Mapping Partner} shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 5 – Schedule.

<Add deliverables below, as necessary>

Minimal Map Printing

Responsible Mapping Partner: {Insert name of responsible Mapping Partner}

Scope: As FEMA discontinues the printing of paper maps through PaperCut for its users, CTPs are able to print copies of maps for their jurisdictions. Funding for this activity must not be covered under another FEMA grant program already and may not exceed \$5,000.

<Add additional details regarding the scope of this activity, as appropriate>

Standards: All Minimal Map Printing activities work shall be performed in accordance with the standards specified in Section 4 - Standards.

Deliverables: The {Insert name of responsible Mapping Partner} shall deliver the following to the FEMA Regional Project Officer in accordance with the schedule outlined in Section 4 – Schedule.

<Add, modify, or delete deliverables below, as necessary>

SECTION 2—PERIOD OF PERFORMANCE

The mapping activities outlined in this MAS will be completed as specified in the Agreement Articles of the Cooperative Agreement. The Mapping Activities may be terminated at the option of FEMA or {Insert CTP Name} in accordance with the provisions of the Partnership Agreement dated {Insert Partnership Agreement Date}. If these mapping activities are terminated, all products produced to date must be returned and the remaining funds from uncompleted activities, provided by FEMA for this MAS, will be returned to FEMA.

SECTION 3—FUNDING/LEVERAGE

FEMA is providing funding, in the amount of {Insert amount of funding provided by FEMA through a Cooperative Agreement}, to {Insert CTP name} for the completion of this Program Management Activity. {Insert CTP name} shall provide any additional resources required to complete the assigned activities for this Program Management Activity. The leverage listed below is based on blue book values or actual costs where Blue Book values don't exist. The current Blue Book is dated January 2009 and can be downloaded from FEMA's Information Resource Library at <http://www.fema.gov/library/viewRecord.do?id=2473>.

Table 3.1 Contribution and Leverage

Project Task	FEMA Contribution	Partner Contribution	% Partner Leverage of Total Project Cost	Total Project Cost
{Insert task name here}				
{Insert task name here}				
TOTAL FUNDING AMOUNTS	\$	\$	%	\$

SECTION 4—STANDARDS

Mapping partners working on a Program Management Activity are responsible for complying with all related PMs published by FEMA as of the date of this agreement. Relevant standards can be found in the G&S and PMs, FEMA's Federal Regulation 44 CFR and the appropriate year CTP Guidance. CTPs should also coordinate with their Regional office to determine additional standards that should be met. CTPs are also encouraged to review and consider the best practices provided in FEMA's Operating Guidance documents at http://www.fema.gov/plan/prevent/fhm/og_main.shtm.

G&S may be downloaded from the FEMA Flood Hazard Mapping website at http://www.fema.gov/plan/prevent/fhm/dl_cgs.shtm.

SECTION 5—SCHEDULE

The activities documented in this {MAS/SOW} shall be completed in accordance with Table 5.1 Program Management Activities Schedule. If changes to this schedule are required, the responsible Mapping Partner shall coordinate with FEMA and the other Mapping Partners in a timely manner. Please also identify to whom the products associated with each task are to be submitted to (i.e. the MIP, FEMA

Regional Office, etc.). <Include only those activities that apply to this Program Management activity in the table below. Place table on separate page if all activities are to be included.>

Table 5.1 Program Management Activities Schedule

Activities	Responsible Partner(s)	Cost	Submitted To
State and Local Business Plans and/or updates			
Managing Technical Mapping Activities			
Providing training to State and Local Officials			
Staffing			
Pilot Projects (as defined by FEMA Regional Office)			
Mentoring			
Minimal Map Print			
TOTAL COST			

SECTION 6—CONTRACTORS

{Insert Name of CTP} intends to use the services of {Insert name of CTP contractor} as a contractor for this Program Management Activity. {Insert Name of CTP} shall ensure that the procurement for all contractors used for this Program Management Activity complies with the requirements of 44 CFR 13.36.

OR

{Insert Name of CTP} does not intend to use the services of a contractor for the Program Management Activity documented in this MAS. {Insert Name of CTP} shall ensure that the procurement for all contractors, if any, are used for this Program Management Activity complies with the requirements of 44 CFR 13.36.

SECTION 7—REPORTING

Financial Reporting: Because funding has been provided to {Insert Name of CTP} by FEMA, financial reporting requirements for {Insert Name of CTP} will be in accordance with Cooperative Agreement Articles. {Insert Name of CTP} shall also refer to 44 CFR 13.41.

{Insert Name of responsible Mapping Partner} shall provide financial reports to the FEMA Regional Project Officer and Assistance Officer in accordance with the terms of the signed Cooperative Agreement for this MAS.

Status Reporting: Status reports will be submitted on a quarterly basis in accordance with the financial reporting submittals. {Insert Name of CTP} shall refer to 44 CFR 13.4 to obtain minimum requirements for status reporting. The Project Officer, as needed, may request additional information on status.

{Insert Name of CTP} may meet with FEMA and/or its contractor up to bi-weekly, or more frequently if needed, to review the progress of the project in addition to the quarterly financial and status submittals. These meetings will alternate between FEMA's Regional Office, the {Insert CTP Name} office, and conference calls, as necessary.

<Add/delete/modify information/activities, as necessary>

Earned Value Data Entry:

As there are no tasks within the Mapping Information Platform (MIP) Workflow associated with Program Management tasks, the MIP cannot be used to set baselines and track progress against these baselines. However, the FEMA Regional office and the CTP should set a cost and schedule baseline at the beginning of the project and review it quarterly when assessing the status of the project. The Project Officer may request additional information regarding status on an ad-hoc basis.

<Add/delete/modify information/activities, as necessary>

SECTION 8—PROJECT COORDINATION

Throughout the project, all members of the PMT will coordinate, as necessary, to ensure the products meet the technical and format specifications required and contain accurate, up-to-date information. Coordination activities shall include:

<Add/delete/modify information, as necessary>

- Meetings, teleconferences, and video conferences with FEMA and other PMT members {specify frequency or dates for meetings};
- Telephone conversations with FEMA and other PMT members on a scheduled basis {specify schedule for calls} and an ad hoc basis, as required;
- E-mail, facsimile transmissions, and letters, as required.

SECTION 9—POINTS OF CONTACT

The points of contact for this Program Management Activity are {Insert name of FEMA Regional Project Officer}, the FEMA Regional Project Officer; {Insert name of CTP Project Manager}, the Project Manager for {Insert CTP name}; or subsequent personnel of comparable experience who are appointed to fulfill these responsibilities. When necessary, any additional FEMA assistance should be requested through the FEMA Regional Project Officer.

Each party has caused this MAS to be executed by its duly authorized representative.

_____ {Insert name of CTP Project Manager} Project Manager {Insert CTP name}	_____ Date
_____ {Insert name of FEMA Regional Project Officer} Regional Project Officer Federal Emergency Management Agency, Region Region #	_____ Date
_____ {Insert name of State authorized representative} {Insert title of State authorized representative}	_____ Date

<In States where statutory and/or regulatory requirements require the State's review and/or approval of new flood hazard data, the State will be a signatory to a community's agreement. Otherwise, delete the State representative signature line.>